

PHONE CALL FOR AN INTERVIEW (CHECKLIST)

Remember, this is your first chance to make a good impression. Your interview begins here. When you receive a call for an interview, be sure to find out the following information.

Company name: _____

Position you are interviewing for: _____

Name and title of person conducting the interview: _____

Where and when to report: _____

Anything special to bring to the interview: _____

Who is calling: _____

Position of caller: _____

Return phone number: _____

Additional information: _____
